

2018 Emergency Management Performance Grant (EMPG) Work Agreement Supplemental Guidance Document

This document was created by the Michigan State Police/Emergency Management and Homeland Security Division (MSP/EMHSD), and is supplemental to the 2018 Emergency Management Performance Grant (EMPG) Work Agreement/Quarterly Report. This document provides additional information to local emergency management programs to assist with the completion of the Work Agreement/Quarterly Report. Each quarter the report must be completed electronically, and submitted through the MSP/EMHSD electronic survey system. Once the local Emergency Management Coordinator (EMC) submits the form, it will be forwarded to the District Coordinator (DC) for review and approval.

This document is organized by the 2018 work objectives, which are based on the standards identified in the EMHSD Publication 206: Local Emergency Management Standards, [Local Emergency Management Program-MSP/EMHSD Pub 206](#). Pub 206 standards follow the Emergency Management Accreditation Program (EMAP).

The goal of each work agreement objective is identified in this document along with additional information, and available resources that may assist in the completion of the objectives.

Work Agreement Objective 1: Administration and Finance

Goal: Verify that the appropriate administration and financial documents are submitted on time to MSP/EMHSD.

Pub 206 Standard: Section 4.1

Metrics:

- Indicate whether EMPG reports and financial documentation were submitted
 - Select Yes or No.

Notes:

- 1st Quarter Documents: 2018 EMD-007, and 2018 EMHSD-31 Work Agreement/Quarterly Report
- 2nd Quarter Documents: 2018 EMD-007, and 2018 EMHSD-31 Work Agreement/Quarterly Report
- 3rd Quarter Documents: 2018 EMD-007, and 2018 EMHSD-31 Work Agreement/Quarterly Report
- 4th Quarter Documents: 2018 EMD-007, EMHSD-31 Work Agreement/Quarterly Report, 2018 Position Description (PD) for EMPG funded personnel, and EMD-17.
- There is no standard form for position descriptions, information can be sent in any format.
- The position descriptions are required to show that the duties being performed are aligned with EMPG, especially for those that hold multiple positions. It is not a problem to submit the same PD with no changes each year, however if work objectives have changed throughout the year, these should be reviewed and updated, with current or additional job duties.
- The Work Agreement/Quarterly Report will be submitted electronically, electronic signatures are acceptable.
- The financial forms will not be submitted electronically.

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Work Agreement Objective 2: Laws and Authorities

Goal: Verify attendance at quarterly district meetings, and other meetings related to emergency management, which may assist in the execution of emergency management activities within the jurisdiction. This objective will assist in identifying functional areas where additional coordination and communication efforts are needed.

Pub 206 Standard: Section 4.2

Metrics:

- Indicate whether the quarterly district meeting was attended
 - Select Yes or No.
- List the number of meetings attended per Emergency Support Function (ESF)
 - E.g. ESF #1 Transportation, # of Meetings 2,
ESF #7 Logistics, # of Meetings 1

Notes:

- The federal ESFs were chosen for the work agreement as a way to organize meetings by type. The program/EOC does not need to be structured according to the 15 Federal ESFs to report in this format.
- Document meetings held with functional areas/annex heads regarding plan updates, and other types of meetings e.g., Ebola concerns resulted in an increase of public health meetings.
- This objective will identify areas where more coordination and communication is needed, e.g. programs affected by the Bay, Gladwin, Isabella and Midland flooding have the opportunity to participate in Great Lakes Bay long-term recovery meetings. If this is not occurring, MSP/EMHSD can analyze and address, e.g. a local program may not be aware of meetings held by the Michigan Department of Health and Human Services (MDHHS), and/or MI Voluntary Organizations Active in Disaster (VOAD). MSP/EMHSD can help bridge this gap.
- Difference between Regional and District meeting types:
 - Regional – Planning, UASI, Board meetings
 - District – District meetings, and any additional meetings conducted by the District Coordinator (DC)
- To avoid duplication or reporting, do not track meetings in this area that are addressed elsewhere in the work agreement, (e.g., Local Planning Team (LPT), Local Emergency Planning Committee (LEPC), etc.).
- If a meeting occurs with multiple functional areas, it can be counted in each appropriate ESF, e.g. an Emergency Operation Center (EOC) planning meeting can include multiple functional areas at once. A 1 can be counted in Transportation, Communications, and Firefighting if all were present at the meeting.
- The EMC does not need to attend all types of meeting.

Resources:

15 National Response Framework ESF: [National Preparedness Resource Library](#)

Contacts:

District Coordinators: [MSP/EMHSD District Map](#)

Work Agreement Objective 3: Hazard Identification, Risk Assessment, and Consequence Analysis

Goal: Identify risk/vulnerability assessments that are completed in each jurisdiction. This objective is more detailed than #4 Hazard Mitigation. This objective should identify new hazards and identify vulnerabilities that may not have a hazard mitigation strategy associated with it. #4 Hazard Mitigation is a broad five (5-year) view of mitigation objectives and action items. The activities identified in this standard may relate to the development of the Hazard Mitigation Plan, and may also support activities in #5 Prevention and #6 Operational Planning.

Pub 206 Standard: Section 4.3

Metrics:

- List the number of risk assessments completed for critical infrastructure facilities such as schools, stadiums, chemical plants, etc.
- List the number of risk assessments completed for special events such as fairs, conventions, concerts, etc.
- List the number of risk assessments completed for local municipalities.
 - This may include a Threat and Hazard Identification and Risk Assessment (THIRA), Hazard Analysis Plan, use of Hazus, etc.
- List the number of risk assessments completed for the county.
- This may include THIRA, Hazard Analysis Plan, use of Hazus, etc.
- Document if the I.P. Gateway tool was utilized for any of the performed hazard identification, risk assessment, or consequence analysis activities
 - The I.P. Gateway tool has replaced the Automated Critical Asset Management System (ACAMS). The new tool has been rolled-out in all districts in FY 16 and FY 17.

Resources:

MSP/EMHSD Publications: [MSP/EMHSD Publications](#)

Pub 103 - Michigan Hazard Analysis [Pub 103 Michigan Hazard Analysis](#)

Pub 106 - Michigan Hazard Mitigation Plan [Pub 106 Michigan Hazard Mitigation Plan](#)

Pub 207 - Local Hazard Mitigation Planning Workbook [Pub 207 Local Hazard Mitigation Planning Workbook](#)

FEMA 386-2: Understanding Your Risks [FEMA Local Mitigation Planning Handbook](#)

<http://www.fema.gov/determine-your-risk>

<http://www.fema.gov/hazard-mitigation-planning-risk-assessment>

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James Harkness: 517-712-1556, HarknessJ@michigan.gov, Critical Infrastructure Protection

Work Agreement Objective 4: Hazard Mitigation

Goal: Document the status of their hazard mitigation plans, appropriate steps taken to create a new plan, or update an expired plan, completed hazard mitigation plan objectives, and the dissemination of hazard mitigation grant information announcements and notices.

Pub 206 Standard: Section 4.4

Metrics:

- Document whether your community has developed a hazard mitigation plan.
(This question is conditional in the survey)
 - Select Yes, No, or Adopted County Plan - if you are a local jurisdiction that has an emergency management program but is incorporated in the county hazard mitigation plan.
- Confirm the date of the jurisdiction's hazard mitigation plan.
 - Plan is expired: Select Yes or No
 - Expiration date: Enter in the expiration date of the hazard mitigation plan - MM/DD/YYYY
- Document appropriate steps taken by your jurisdiction to create a new plan or update an expired hazard mitigation plan
 - Select checkbox next to all appropriate steps.
- Report the number of action items in the hazard mitigation plan that have been completed
 - List the total number of action items.
 - List the number of action items completed.
- Indicate whether MSP/EMHSD hazard mitigation information announcements, and notices of funding availability for hazard mitigation assistance have been sent to local jurisdictions.
 - Select Yes, No, or Does Not Apply - for municipal programs

Notes:

- Document any issues with hazard mitigation grants, e.g. difficulty filling out forms, unable to provide the 25% match, etc. in the comments field.
- When using the State Hazard Mitigation Plan, and the Michigan Hazard Analysis as references, users should use the most up-to-date document. The Hazard Mitigation Plan contains the most current Hazard Analysis after it has been updated.

Resources:

MSP/EMHSD Publications: [MSP/EMHSD Publications](#)
Pub 103 - Michigan Hazard Analysis [Pub 103 Michigan Hazard Analysis](#)
Pub 106 - Michigan Hazard Mitigation Plan [Pub 106 Michigan Hazard Mitigation Plan](#)
Pub 207 - Local Hazard Mitigation Planning Workbook [Pub 207 Local Hazard Mitigation Planning Workbook](#)
FEMA: <http://www.fema.gov/hazard-mitigation-assistance>
Local Mitigation Plan Review Guide: <https://www.fema.gov/media-library/assets/documents/23194>
Local Mitigation Planning Handbook: <https://www.fema.gov/media-library/assets/documents/31598>

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Work Agreement Objective 5: Prevention

Goal: Identify strategies within the jurisdiction that coordinate prevention activities, monitor identified threats and hazards, adjust the level of prevention activity commensurate with the risk, and identify procedures for exchanging information between internal and external stakeholders to prevent incidents.

Pub 206 Standard: Section 4.5

Metrics:

- Identify prevention activities that the jurisdiction has participated in.
 - Select checkbox next to all prevention activities.

Notes:

- Prevention activities were taken directly from Pub 206, standards 4.5.2 and 4.5.3.

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Resources:

<http://michigan.gov/mioc>

Work Objective 6: Operational Planning

Goal: Document attendance of planning meetings, verify status of Emergency Operation Plans (EOP) / Emergency Action Guidelines (EAG), annexes, support EOPs, and Superfund Amendments and Reauthorization Act (SARA) Title III plans. Document emergency management coordination and participation with schools.

Pub 206 Standard: Section 4.6

Metrics:

- List the number of Local Planning Team (LPT) and Local Emergency Planning Committee (LEPC) meetings that were attended.
- Indicate whether the EOP / EAG is up to date, and list the plan expiration date.
 - EOP / EAG is current: Select Yes or No
 - Expiration date: Enter in the expiration date of the EOP / EAG- MM/DD/YYYY.
 - Plans expire every four (4) years or if there is a change of the Chief Executive Official, (CEO).

- List the total number of annexes in the EOP / EAG, and the number of annexes updated.
 - List the number of total annexes
 - List the number of annexes updated
- List number of times the jurisdiction participated with school officials regarding planning, seminars, outreach, and special events:
 - Planning: Assist/review a school plan; provide planning documents to schools, etc.
 - Seminars: School seminar regarding emergency management/school violence, etc.
 - Outreach: Include schools in emergency management activities such as drills, EOC activation, Student Tools Emergency Planning (STEP) program, etc.
 - Special Events: Participate in school activities; invite school officials to EM events, etc.
- Indicate whether the jurisdiction's Chief Elected Official (CEO) has signed the EOP / EAG, and confirm that their contact information is current, and sent to the District Coordinator (DC).
 - EOP / EAG CEO signature is current: Select Yes or No
 - Current CEO contact information was sent to DC: Select Yes or No
 - Does not apply: Select if no changes in CEO.
- Verify status of support EOPs for jurisdictions with population of 10,000 or more
 - List the number of total support plans
 - List the number of current emergency support plans.
 - Support plans expire after update of the County EOP, or if there is a change of the municipal CEO.
 - Does not apply: Municipal programs can select this.
- Report status of Superfund Amendments and Reauthorization Act (SARA) Title III plans.
 - Report the number of total SARA Title III sites, provided by MSP / EMHSD and the Michigan Department of Environmental Quality (MDEQ).
- Document any problem areas with SARA Title III plans.
 - Does not apply: Municipal programs can select this.
- Verify receipt and distribution of scheduled drill days for school buildings.
 - Drill distribution was received: Select Yes or No
 - Drill distribution was distributed: Select Yes or No

Resources:

MSP/EMHSD Publications: [MSP/EMHSD Publications](#)

Pub 201 Local Emergency Planning Workbook [Local Emergency Planning Workbook Pub 201](#)

Emergency Operations and Emergency Action Guidelines Templates

Pub 201a Review Guide for Local Emergency Operations Plans and Emergency Action Guidelines

Pub 204 Local Support Plan Guide [Support Emergency Operations Plan Guide Pub 204](#)

LEPC Organizing for Success

Guidance for Community Hazmat Response Plans

FEMA Plan: <http://www.fema.gov/plan>

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Work Agreement Objective 7: Incident Management

Goal: Verify that the jurisdiction maintains an Emergency Operations Center (EOC) call list, which includes the CEO, performs a call-out drill, and conducts an EOC orientation session. Ensure that the local jurisdiction is compliant with the National Incident Management System (NIMS).

Pub 206 Standard: Section 4.7

Metrics:

- Indicate whether the EOC call list, including the CEO, has been updated and sent to the DC.
 - EOC call list is updated: Select Yes or No
 - EOC call list has been sent to the DC: Select Yes or No
- Indicate if changes have been made to the EOC call list and sent to the DC.
 - Changes have been made: Select Yes or No
 - Changes have been sent to the DC: Select Yes or No
- Indicate whether an EOC call-out drill, or actual event has been performed to verify accuracy of the EOC call list.
 - EOC call-out drill has been performed: Select Yes or No
 - EOC call-out for an actual event has been performed: Select Yes or No
- Indicate whether an EOC orientation was conducted.
 - Select Yes or No
- Indicate whether the EMD-70 NIMS Training Progress Report, and EMD-71 NIMS Certification forms were submitted.
 - EMD-70 has been submitted: Select Yes or No
 - EMD-71 has been submitted: Select Yes or No

Notes:

- The EOC call list should be updated and submitted to the DC each year. This is listed in the 1st quarter. After the 1st quarter the metric only asked for changes to be reported and sent.
- EOC orientations can be integrated with EOC planning meetings or EOC call-out drills.
- EOC orientation may include orientation for new employees, training of new EOC technology/equipment, review of EOC procedures, etc.
- An EOC call-out drill can count towards exercise credit if an After Action Report (AAR) is completed.
- The EMD-70 and EMD-71 will be submitted electronically.

Resources:

<http://www.fema.gov/national-incident-management-system>

EOC Management and Operations: [IS-775: EOC Management and Operations Course](#)

MSP/EMHSD NIMS: [MSP/EMHSD National Incident Management System \(NIMS\)](#)

Contacts:

DCs: [MSP/EMHSD District Map](#)

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Work Agreement Objective 8: Resource Management, Logistics, and Mutual Aid

Goal: Ensure that Mutual Aid Agreements (MAAs), and Memoranda of Understandings (MOUs) are developed and maintained, the Michigan Emergency Management Assistance Compact (MEMAC) is promoted, and that the jurisdiction's NIMS-typed resources are current in the Michigan Critical Incident Management System (MI CIMS).

Pub 206 Standard: Sections 4.8 and 4.9

Metrics:

- List number of new, updated, and current MAAs/MOUs.
 - List number of new MAA/MOUs
 - List number of updated MAA/MOUs
 - List number of current MAA/MOUs
- Document the name of new MEMAC members.
- Indicate whether the EMD-003 Resource Inventory Certification Form was submitted.
 - Select Yes or No
- Document if the Emergency Management Program maintains Logistics plans or procedures, e.g. for donations management, establishment of Points of Distribution, management of warehouses, etc. that can be activated during incident response.

Notes:

- The EMD-003 will be submitted electronically.

Resources:

NIMS RLTL Tool: <https://preptoolkit.fema.gov/web/nims-tools/home>

IS-703.A: [NIMS Resource Management Course](#)

MSP/EMHSD NIMS: [MSP/EMHSD National Incident Management System \(NIMS\)](#)

MSP/EMHSD MEMAC: [Michigan Emergency Management Assistance Compact \(MEMAC\)](#)

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Work Agreement Objective 9: Communications and Warning

Goal: Verify that the jurisdiction maintains a primary and secondary warning system, participate in radio tests, and MI CIMS drills, and are actively involved in exercising additional communication methods. Verify attendance at regional Michigan Association of Broadcasters (MAB) / Emergency Alert System (EAS) meetings and review of regional plans.

Pub 206 Standard: Section 4.10

Metrics:

- Document the name of the primary and secondary notification systems.
- Verify if jurisdiction is Integrated Public Alert and Warning System (IPAWS) compliant.
(this question is conditional in the survey)
 - Select Yes, No, or N/A. N/A for non-county 390 programs. IPAWS is on a county level.
- If jurisdiction is not IPAWS compliant, document if your jurisdiction is in the process of becoming IPAWS compliant.
 - Select Yes, No, or N/A
- If jurisdiction is not working towards IPAWS compliancy; indicate reason.
 - Open text box to document reasons
- List the number of radio tests that the jurisdiction participated in.
 - List the number of district radio tests
 - List the number of state radio tests
 - List the number of other radio tests
- List the number of MI CIMS drills that the jurisdiction participated in.
 - List the number of district MI CIMS drills
 - List the number of state MI CIMS drills
- Document additional communication tests that the jurisdiction has participated in.
 - Document name of communication tests
 - List the number of communication tests
- List the number of meetings with local EAS / MAB region representatives.
- Indicate whether the jurisdiction's warning capabilities were compared to the regional MAB plan.
 - Select Yes or No

Notes:

- Additional communication drills may include members of the public health sector, the general public, airports, special teams, multiple counties or jurisdictions, etc. This may also include sirens activated, tone alert with schools, EOC communications drills, etc.
- Additional communication drills may test social media, Radio Amateur Civil Emergency Service (RACES)/AUXCOM, Ham Radio, Emergency Alert System (EAS), Integrated Public Alert and Warning System (IPAWS), etc.
- State MI CIMS drills include any drill conducted by the state MI CIMS administrators e.g., Statewide load tests, etc.
- State and local EAS plans require a password.

- All regional plans were approved and submitted to Federal Communications Commission (FCC) by MAB.
- All emergency managers are on their respective EAS region Local Emergency Communications Committee. Membership includes the local broadcast stations, the DC, every county emergency manager, and representatives of special interest groups. Notices of meetings will be issued by the MAB.
- The MAB has a program to assist emergency managers with any and all issues with public alerting.
- Emergency Management coordinators should be meeting with their EAS regions which may be different than the MSP / EMHSD districts. Any meeting with representatives in these regions can be documented here.

Resources:

IPAWS: [Michigan's Use of the Integrated Public Alert Warning System \(IPAWS\) Informational Bulletin](#)

EMnet Training: [Michigan Association of Broadcasters EMnet Training](#)

EAS Required Monthly Test Schedules [Michigan Association of Broadcasters Area EAS Test Schedules](#)

Password required EAS Forum [Michigan Association of Broadcasters Logon page](#)

Contacts:

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Alisha Clack: 517-484-7114, clack@michmab.com MAB - Michigan EAS Forum/State and Local EAS Plans/Emergency Communications Committee/Public alerting

Work Agreement Objective 10: Operations, Procedures, and Facilities

Goal: Verify that procedures for requesting a Governor's emergency or disaster declaration, and state assistance are up-to-date in the jurisdiction's plans, and that they are reviewed by public officials. Ensure that the jurisdiction maintains Emergency Operations Center (EOC) procedures, and provides an updated copy to the DC.

Pub 206 Standard: Sections 4.11 and 4.12

Metrics:

- Indicate whether the procedures for requesting a governor's emergency or disaster declaration, and state assistance are up-to-date in the jurisdiction's plans, and have been reviewed with public officials.
 - Procedures are up-to-date in plans or procedures: Select Yes or No
 - Procedures have been reviewed with public officials: Select Yes or No
- Indicate whether the EOC procedures are current, and have been provided to the DC.
 - EOC activation, operation, and deactivation procedures are current: Select Yes or No
 - Procedures have been sent to DC: Select Yes or No
- Indicate whether major updates have been made to EOC procedures, and sent to the DC.
 - Major updates have been made: Select Yes or No
 - Major updates have been sent to the DC: Select Yes or No

Notes:

- Review with public officials can include a phone call, email, meeting, etc.

Resources:

MSP/EMHSD Publications: [MSP/EMHSD Publications](#)

Pub 901 Michigan Damage Assessment Handbook [Michigan Damage Assessment Handbook](#)

Attachment C, page 23: Formatting for Declaring a local “State of Emergency”

Attachment D, Page 24: Format for Requesting a Governor’s Emergency or Disaster Declaration and State Assistance.

EOC Management and Operations: [IS-775: EOC Management and Operations Course](#)

<http://www.fema.gov/mitigation-best-practices-portfolio/emergency-operations-center-assessment-checklist>

Contacts:

DCs: [MSP/EMHSD District Map](#)

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Work Agreement Objective 11: Training

Goal: Verify that jurisdiction is promoting emergency management training courses.

Pub 206 Standard: Section 4.13

Metrics:

- Indicate if the emergency management course schedule has been promoted.
 - Select Yes or No

Notes:

- All training is included in the EMD-065 Quarterly Training and Exercise Report. The EMD-65 now includes the previous Quarterly Training Report and Quarterly Exercise Report. They have been combined, and will be submitted electronically.
- The EMD-065 is NOT a unique link per jurisdiction. This link can be found on the EMHSD website at <https://www.michigan.gov/msp>, and is also included in the email containing the link to the EMHSD-31 survey.
- State Training provides the Emergency Management Course Catalog for each year.
- Emergency Management Institute (EMI) provides the list of Federal Training courses for each year, including EOC specific training.

Resources:

MSP/EMHSD Training and Exercise: [MSP/EMHSD Training and Exercise Web page](#)

MI-Train: [MI-Train Web page](#)

EMI - <http://training.fema.gov/>

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Work Agreement Objective 12: Exercises, Evaluations, and Corrective Actions

Goal: Verify that the jurisdiction has submitted the EMD-065 form, and the multi-year training and exercise plan.

Pub 206 Standard: Section 4.14

Metrics:

- Indicate whether the EMD-065 has been submitted.
 - Select Yes or No
- Indicate whether the multi-year training and exercise plan has been submitted.
 - Select Yes or No

Notes:

- The EMD-065 is NOT a unique link per jurisdiction. This link can be found on the EMHSD website at <https://www.michigan.gov/msp> and is also included in the email containing the link to the EMHSD-31 survey.

Resources:

MSP/EMHSD Training and Exercise: [MSP/EMHSD Training and Exercise Web page](http://www.fema.gov/media-library-data/20130726-1914-25045-8890/hseep_apr13_.pdf)
http://www.fema.gov/media-library-data/20130726-1914-25045-8890/hseep_apr13_.pdf
hseep.dhs.gov/hseep_em

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Work Agreement Objective 13: Crisis Communications, Public Education, and Information

Goal: Document efforts to educate the public about preparedness activities and report Citizen Corps activities.

Pub 206 Standard: Section 4.15

Metrics:

- Document efforts to educate the public about preparedness activities
 - Awareness weeks: Document name e.g., Severe Weather, Winter Awareness, National Preparedness month, etc.
 - Media: document name of media e.g., social, print, TV, radio, etc.
 - “See Something/Say Something”: Select Yes or No
 - “Seven Signs of Terrorism”: Select Yes or No
- List the number of trainings performed by the jurisdiction’s Citizen Corps teams.
- List the number of times Citizen Corps teams were deployed or activated.

Resources:

MSP/EMHSD Preparedness: [MSP/EMHSD MIREADY](#)
MSP/EMHSD 7 Signs of Terrorism: [The Seven Signs of Terrorism Video](#)
<http://www.ready.gov/citizen-corps>
<http://www.fema.gov/national-preparedness>
<http://www.dhs.gov/see-something-say-something>

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Other Resources:

[Department of State Police Emergency Management Division State Assistance to Counties and Municipalities](#)